

Format Review Worksheet: GMU Dissertations/Theses/Projects –Updated Fall 2007

Name _____ Date _____
(last) (first)

1. _____ Order of Preliminary Pages

approval sheet (no page number)

title page (no page number)

copyright page (optional) ii

dedication page (optional) iii

acknowledgement page (optional) iv

table of contents v

list of tables (if used) vi

list of figures (if used) vii

list of abbreviations or symbols (if used) viii

abstract (not paginated, but listed with a roman numeral in table of contents)

2. _____ Format of Preliminary Pages

a. Approval/Signature Page – title (underlined and ALL CAPS) begins 2” from top, signatures in black ink, margins: 1.5” left, 1” right and 1.25” top and bottom. Not numbered.

b. Title Page – title (centered in Title Capitalization NOT underlined, italic, or All Caps) begins 2” from top, followed by the statement (flush left justified): A thesis (dissertation) submitted..., then (centered) author, semester/year, margins: 1.5” left, 1” right and 1.25” top and bottom. Counted as i but not numbered.

c. Copyright Page - copyright statement begins 4" from top, margins: 1.5” left, 1” right and 1.25” top and bottom, numbered (bottom center) ii (if used).

d. Dedication Page - "Dedication" begins 2" from top, text (single-spaced) begins 4 spaces below, margins: 1.5” left, 1” right and 1.25” top and bottom, numbered (bottom center) iii (if c. is used).

e. Acknowledgements Page - "Acknowledgements" begins 2" from top, text (single-spaced) begins 4 spaces below, margins: 1.5” left, 1” right and 1.25” top and bottom, numbered (bottom center) iv (if c. and d are used).

f. Table of Contents - "Table of Contents" begins 2" from top, listing begins 4 spaces below, chapters, parts, and sections must be worded same as in manuscript, page numbers flush right below heading "Page," chapters, parts, sections flush left, periods between titles and page numbers, margins: 1.5” left, 1” right and 1.25” top and bottom, numbered (bottom center) v (if c.- e. are used).

g. List of Tables - "List of Tables" begins 2" from top, listing begins 4 spaces below, captions for tables must be worded same as in manuscript, page numbers flush right below heading "Page," titles flush left below heading "Table", periods between captions and page numbers, margins: 1.5" left, 1" right and 1.25" top/bottom, numbered (bottom center) vi (if c.- f. are used).

h. List of Figures - "List of Figures" begins 2" from top, listing begins 4 spaces below, captions must be worded same as in manuscript, page numbers flush right below heading "Page," captions flush left below heading "Figure", periods between titles and page numbers, margins: 1.5" left, 1" right and 1.25" top/bottom, numbered (bottom center) vii (if c.- g. are used).

i. List of Abbreviations/Symbols - "List of Abbreviations/Symbols" begins 2" from top, listing begins 4 spaces below, margins: 1.5" left, 1" right and 1.25" top/bottom, numbered (bottom center) viii (if c.- h. are used).

j. Abstract - "Abstract" begins 2" from top, [4 blank spaces] title (single-spaced all caps), author/degree, institution, and name of director flush left, [4 blank spaces] text of abstract double-spaced, must adhere to above margins, **no page number but counted in Contents..**

3. _____ Body of Dissertation/Thesis

Text - double-spaced, single sided, each chapter begins a new page (centered 2" from top, text beginning 4 spaces below).

Margins – 1.25" top, 1.5" left, 1" right and 1.25" bottom

Pagination - numbers (without punctuation) placed in bottom center 1" from the bottom edge.

Footnotes or Endnotes - footnotes placed on page they annotate separated by line extending 2" from left margin, endnotes at end of chapter indicated by a superscript, first line of note is indented.

Tables and Figures – must be of reproducible quality, near portion of text they illustrate, inside margins, text or other tables/figures must be separated from tables/figures by at least a triple space, tables and figures numbered in separate series, numbered in Arabic numerals, centered or flush left, **Captions: table – on top of table, figure – below figure.**

Appendices – numbered in pagination (all pages bottom center), use above margins. Comes before reference section.

References – preceded by a numbered cover-sheet with header, 1st page of citations has 2" header – citations begin 4 spaces below, use above margins. All citations single spaced with a double space in between. All pages paginated bottom center.

Curriculum Vitae - - "Curriculum Vitae" begins 2" from top, text (single-spaced) begins 4 spaces below, margins: 1.5" left, 1" right and 1.25" top and bottom, numbered (bottom center) last page of dissertation, thesis, or project.